

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☒ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

DD / S

SUBJECT: (Optional)

FILE

Travel 6

CIA Travel Policy Committee

FROM:

EXTENSION

NO.

Director of Finance

DATE

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Deputy Director for
Support17 MAR 1972
RSC

Jack:

2.

Believe the attached memo with copies to each Deputy Director and Committee Member is appropriate for the designation of

3. DD/Accounts & Audit/OF

25X1

4.

This procedure is similar to the format observed previously when you designated me as Chairman of the TPC following formal provision for that Committee in (Copy attached) 25X1

5.

Thomas B. Tate
Director of Finance

25X1

6.

Att

10.

11.

12.

13.

14.

15.

25X1

Approved For Release 2003/04/29 : CIA-RDP84-00780R005000100002-6

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SECRET

OF 69-8323

23 OCT 1969

MEMORANDUM FOR: Mr. Thomas B. Yale

SUBJECT : Composition of The CIA Travel Policy
Committee

25X1

REFERENCE : a) [] dtd 17 Apr 69, Subj: "Establishment
of a CIA Travel Policy Committee"

25X1

b) [] dtd 27 Aug 69, Subj: "The CIA
Travel Policy Committee"

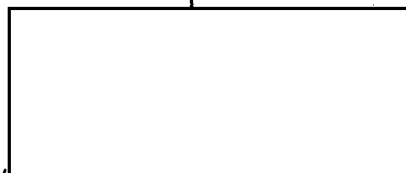
1. Paragraph 4 of Reference (b) which rescinded and replaced Reference (a) states that the Deputy Director for Support will designate a Chairman and that five Committee members representing the four Directorates and OGC will be designated by those offices.

2. Please be advised that I wish you to continue as the Committee Chairman. The following named officers have been designated as Committee members:

25X1



Clandestine Service
Directorate of Intelligence
Directorate of Science
and Technology
Office of General Counsel
Support Directorate



25X1

for
R. L. Bannerman
Deputy Director
for Support

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TRAVEL

25X1

24. THE CIA TRAVEL POLICY COMMITTEE

a. **GENERAL.** The Travel Policy Committee will advise and assist the Deputy Director for Support in the timely review and adoption of Agency travel policies and in the coordination of travel regulations.

b. **ORGANIZATION**

- (1) The Travel Policy Committee is composed of a chairman designated by the Deputy Director for Support, one voting member from each Directorate and the Office of General Counsel, and a nonvoting secretary-adviser selected by the Director of Finance. The committee will meet upon call of the chairman.
- (2) An alternate for each committee member will be appointed to represent his Directorate or Office in the absence of the regular member.
- (3) The Office of Personnel, the Office of Security, and the Central Cover Staff will provide advisers to the committee as required.

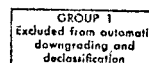
c. **RESPONSIBILITIES.** The Travel Policy Committee is responsible for

- (1) evaluating recommended changes in Agency travel policies, regulations, and practices with regard to legality, equity, economy, administrative feasibility, and consistency of application;
- (2) ensuring that Agency travel regulations and practices are in accordance with applicable laws, and that inconsistencies are referred to the appropriate action office for development of a proposed change in policy, regulation, or procedure;
- (3) evaluating Agency travel policies to improve efficiency, reduce costs, and facilitate equity and consistency in the application of travel policies and regulations;
- (4) ensuring that the Deputy Director for Support and other senior officials, as appropriate, are provided timely authoritative advice about travel policies, problems, and practices.

d. **AUTHORITIES.** Each member and alternate of the committee will represent his Directorate or Office in the formulation of travel policy, and is authorized to coordinate for his Directorate or Office on all travel regulatory issuances.

12 March 1971 (603)

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3/17/72



Recommend your
signature. Tom
believes this is suitable
way to solve the
problem and involves
less work than a H.A.

After Approval, we
will ask Finance
to send Copies to all
members of the T.P.C.

P